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Study permits: Assessing the application

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New instructions exist for [study permit applications for Saudi Arabian nationals](#). Additional proof of funds is now required from some Saudi Arabian students who apply for a new study permit or study permit extension.

The following documents must be provided with a study permit application for both new applications and renewals:

- *Application for Study Permit Made Outside of Canada* form [IMM 1294] (overseas) or *Application to Change Conditions, Extend my Stay or Remain in Canada as a Student* form [IMM 5709] (inland);
- *Family Information* form [IMM 5645], if applicable;
- *Schedule 1 – Application for a Temporary Resident Visa Made Outside Canada* form [IMM 5257], if applicable;
- *Statutory Declaration of Common-law Union* form [IMM 5409], if applicable;
- *Custodianship Declaration* form [IMM 5646], for applicants who are [minors](#);
- *Use of a Representative* form [IMM 5476], if applicable;
- [Letter of acceptance](#) (outside of Canada), or letter of enrolment or transcript (renewals) from a designated learning institution (DLI) ¹;
- Proof of financial support;
- Quebec Acceptance Certificate (CAQ) or letter of approval from the *Ministère de l'Immigration, de la Diversité et de l'Inclusion* (MIDI) for a CAQ for applicants destined to [Quebec](#);

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- Application processing fee payment, and if applicable, biometric process fee payment;
- Proof of identity:
 - original valid passport, or
 - photocopy of the information/biodata page of the applicant's passport;
- Two recent passport-sized photographs ² (applicant's name and date of birth should be written on the back of the photos); and
- Proof of completion of upfront medical examination from the panel physician (optional).

▼ Reviewing the application package for completeness

Officers should check to ensure that all documents are enclosed with the application package and these have been properly completed. They should also

- check to ensure that the application form has been properly completed and signed by the applicant;
- determine whether a fee is required and that payment has been included with the application;
- for initial and new study permit applications, review the original letter of acceptance (or the scanned copy in the case of applications submitted through e-Apps) to make sure that it is issued by a DLI and that it covers all the basic necessary information. See the Loss of designation status section when the letter of acceptance on file was issued by an institution that appears to no longer be designated;
- for study permit renewals, review the letter of enrolment or transcript, or the letter issued by the DLI to ensure that the student is in compliance with their study permit conditions (e.g., enrolled and actively pursuing studies);
- review the financial documents to determine if adequate financial resources are available to support the applicant and any accompanying family members for the first year of the course of study. Applications for extensions to the Case Processing Centre in Vegreville (CPC-V) must meet the same requirement;
- verify that the applicant has a valid passport or travel document upon presentation of their application;
- for both initial and new study permit applications, and applications for study permit renewals, verify that the applicant has a valid CAQ, if they are destined to a DLI in Quebec.

▼ Incomplete applications

If the documents are **incomplete because they fail to meet the requirements of section 10 of the *Immigration and Refugee Protection Regulations***, processing of the application cannot be initiated. Officers will return the application and documents to the client with a written request for the missing information.

If the application fee has not been included or is incorrect, the application should be returned unprocessed to the applicant with a request that it be resubmitted with the correct fee.

Reviewing documentation

▼ Proof of identity

Applicants must provide proof of identity such as a passport, a travel document or official identity document, or photocopies of the following pages: identity pages, date and place of issue, and validity date.

Persons exempt from a passport requirement should provide an acceptable personal identification such as citizenship document, national identification document or birth certificate.

Note: Applicants are not required to have a passport valid for the entire duration of their course of studies, but the validity of the permit cannot go beyond the passport expiry date [R179(c), R181(2) and R183(2)(c)].

▼ Financial sufficiency

Students are required to demonstrate financial sufficiency for only the first year of studies, regardless of the duration of the course or program of studies in which they are enrolled. In other words, a single student entering a four-year degree program with an annual tuition fee of \$15,000 must demonstrate funds of \$15,000 to satisfy the requirements, and not the full \$60,000 which would be required for four years. Officers should be satisfied however that the probability of funding for future years does exist (i.e., parents are employed); scholarship is for more than one year. Applications for extensions made to CPC-V must also meet this requirement.

In assessing the adequacy of a student's financial resources, officers may exercise discretion in the documentation they request from applicants. In situations where student applicants generally pose a very low risk regarding funds, officers may choose to limit or waive routine requirements for documentary evidence. Low-risk applicants are more likely to be exempted from the requirement to obtain a temporary resident visa. Based on the known incidence of indigent and non-bona fide applicants, reliability of financial documentation, and so forth, individual visa offices are best placed to determine whether routinely requiring banking documentation and/or more extensive financial background information is necessary to ensure program integrity. Students from developed countries who are both visa exempt and from socio-economic backgrounds similar to Canada might only be required to state their available funds.

Conversely, in some very high-risk environments, requiring and systematically verifying substantial history of funds and supplementary individual or family financial and employment documentation may be necessary to ensure that only genuine students capable of supporting their program of studies are accorded study permits.

Officers may take into consideration such sources of funds derived through scholarships, fellowships, assistantships and the like, as well as financial support or support in kind that may be available from relatives in Canada. International students in Canada are ineligible for benefits under the Canada Student Loan program.

Assessing available resources

All provinces except Quebec

The following base amounts will help to assess financial sufficiency. The base amount for students includes all requirements related to transportation and maintenance, including the cost of books, equipment, and supplies. The size of the community where the student is destined is not a consideration. Some provinces are examining the possibility of imposing fee differentials to children accompanying parents who are in Canada for study or work purposes. Officers should keep abreast of future changes when assessing funds required for the family stay in Canada.

- Student base: \$10,000 for twelve-month period, prorated at \$833 per month, plus cost of tuition.
- Spouse/common-law partner/first family member base-\$4,000 for twelve-month period prorated at \$333 per month.
- Dependent child/subsequent family member base-\$3,000 for twelve-month period per dependent child of any age, prorated at \$255 per month.

Quebec

Foreign exchange controls

Foreign exchange control measures are in effect in many countries. Where students are dependent on such controlled funds, they should be required to present one of the following:

- a letter from a Canadian financial institution stating that funds necessary for the entire upcoming academic year are on deposit in the applicant's name;
- a bank draft in convertible currency for an amount equal to the funds required for the upcoming academic year and made payable jointly to the educational institution and the applicant; or
- written assurance from the applicant's bank that sufficient funds are on deposit and from the foreign exchange control authorities that the applicant will be permitted to export a sum adequate for maintenance costs in Canada.

▼ Six-month ban [R221]

The first step in processing an application is to determine the admissibility with regard to section R221.

A FOSS or GCMS check will provide a case history. If the applicant is not described in R221 and there is no inadmissibility then proceed with assessing their documentation.

If the applicant has lost their status while in Canada (see section 47 of the *Immigration and Refugee Protection Act* for loss of status), determine whether the “six-month ban” on the issuance of a study permit applies.

If the applicant has engaged in unauthorized work or study in Canada or has failed to comply with a condition of a permit, officers cannot issue a study permit unless a period of six months has elapsed since the applicant ceased engaging in the unauthorized work or study, or since the applicant failed to comply with a condition that was imposed on them. See section R185 for details on the conditions that may be imposed on a temporary resident.

However, it is to be noted that there is no requirement to wait for the passing of six months prior to the issuance of a study permit if the unauthorized work or study in which the applicant engaged was unauthorized because of non-compliance with any of the following conditions [R221(b)]:

- period authorized for their stay [R185(a)];
- type of work permitted to engage in, or prohibited from engaging in, in Canada [R185(b)(i)];
- the employer for whom they were permitted to work or for whom they were prohibited to work [R185(b)(ii)];
- the location of the work [R185(b)(iii)];
- the type of studies or course [R185(c)(i)];
- the educational institution [R185(c)(ii)];
- the location of the studies [R185(c)(iii)];
- the times and periods of the studies [R185(c)(iv)].
- The six-month ban does apply to the issuance of a study permit when the work or study was unauthorized because the applicant did not comply with the following conditions imposed :
 - the times and periods of the work [R185(b)(iv)];
 - in the case of a member of a crew, the period within which they had to join the means of transportation [R185(b)(v)];
 - area within which they were permitted to travel or prohibited from travelling in Canada [R185(d)];
 - times and places at which they must have reported for medical examination, surveillance or treatment, or the presentation of evidence of compliance with applicable conditions related to medical requirements [R185(e)(i) and R185(e)(ii)].

If the “six-month ban” applies on the issuance of a study permit and six months have not elapsed, officers should refuse the application and proceed as follows:

At an overseas visa office

Officers should advise the applicant of the date when the six-month ban ends in order for the applicant to be eligible for a study permit.

If six months have elapsed, or if the applicant has failed to comply with one or more conditions imposed on them, other than the ones leading to a six-month ban, then officers may issue a study permit to the applicant, provided the applicant meets all the requirements for the issuance of a study permit at the time of the application and the applicant is not inadmissible.

At a port of entry

Advise the applicant of the date when the six-month ban is due to end in order for the applicant to be eligible to apply for a study permit.

The applicant may become the subject of a report alleging that they are inadmissible pursuant to [section A41](#).

If six months have elapsed, or if the applicant has failed to comply with one or more conditions imposed on them, other than the ones leading to a six-month ban, then officers may issue a study permit to the applicant, provided the applicant meets all the requirements for the issuance of a study permit at the time of the application.

At an inland office

The lapse of six months would not apply in the case of inland applications because the applicants would first have to get their status restored prior to being issued a study permit.

▼ Interviews

In certain circumstances, it may be necessary to interview the applicant. Reasons that may warrant the need for an interview include

- questions or doubts concerning applicant's reasons for wishing to come to Canada, the arrangements made for their care and support, and their ability or willingness to leave Canada;
- circumstances when the officer needs more information or clarification before finalizing an application:
 - For example, for study permit renewals, when the officer needs more information to determine whether the applicant is in compliant with their study permit conditions (e.g., be enrolled and actively pursuing studies at a DLI);
- suspicions that the foreign national may be a victim of human trafficking (see chapters [OP 20](#) and [IP 1](#) for temporary resident permit guidelines).

▼ Next step

Once the application and documentation have been reviewed, officers will need to determine whether the applicant

- is inadmissible;
- requires a temporary resident visa (not applicable inland);
- requires an Electronic Travel Authorization (eTA);
- is bona fide;
- is from a country or territory whose nationals are required to provide biometric information (available internally only);
- is from a country classified under the Visitor Information Transmission category as described in the chapter IC 2;
- requires a medical examination;
- is in need of a work permit.

1 Transitional provisions may apply.

2 Applicants who are required to provide biometric information (available internally only) will have a digital photograph taken at biometric collection and so are not required to submit any other photographs.

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Study permits: Designated learning institutions

[Changes to the Live-in Caregiver Program come in to force November 30.](#)

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As per [paragraph 216\(e\)](#) of the *Immigration and Refugee Protection Regulations* (IRPR), the issuance of study permits is limited to applicants who have been accepted to undertake a program of study at an educational institution that is designated to host international students (i.e., a designated learning institution [DLI]).

Therefore, study permit applications, including renewals, received (online) or postmarked (paper) on or after June 1, 2014, must include a letter of acceptance issued by a [DLI](#).

[Section R211.1](#) provides the definition of a DLI:

- all primary and secondary institutions in Canada, which are automatically designated, unless the province or territory in which they are located has entered into an agreement or arrangement with the Minister of Immigration, Refugees and Citizenship Canada (IRCC) in order to designate specific educational institutions;
- at the post-secondary level, educational institutions designated by provinces and territories for the purpose of hosting international students (an evergreen list of DLIs at the post-secondary level is available on the [IRCC website](#));
- learning institutions that are administered by a federal department or agency.

Exceptions

The following foreign nationals are not required to attend a DLI:

- applicants who are exempt from the letter of acceptance requirement under [paragraph R219\(2\)\(a\)](#); and
- applicants who are eligible to apply to renew their study permits to complete their course or program of study at a non-DLI (i.e., where the transitional provisions apply).

DLI number

A new list of DLIs at the post-secondary level is available in the Global Case Management System (GCMS). Unless the applicant is applying to renew a study permit under the transitional provisions, officers must not use the list under *Educational institution* to process applications received or postmarked on or after June 1, 2014. Instead, officers must use the [internal DLIs list](#) (available internally only).

“DLI number” is the external term used for *Organization ID* in GCMS. This number is assigned to a post-secondary institution once IRCC receives confirmation of its designation status from its provincial or territorial ministry of education. A list of all DLIs at the post-secondary level, along with their respective DLI numbers, is available on the [IRCC website](#). A DLI number (*Organization ID*) can be found in GCMS under the *Organizations & Entities* tab; *Type = Organization*; *Sub Type = Designated learning institution*.

As of June 1, 2014, DLIs are strongly encouraged to include their DLI number on the letters of acceptance and letters of enrolment issued, as applicants destined to an educational institution at the post-secondary level are asked to include a valid DLI number on their study permit application form [IMM 1294] and on their application to change conditions, extend their stay or remain in Canada as a student [IMM 5709].

Exceptions (applicants not required to attend a DLI): applicants who are exempt from the letter of acceptance requirement under [paragraph R219\(2\)\(a\)](#) and applicants who are eligible to apply to renew their study permits to complete their course or program of study at a non-DLI (i.e., where the [transitional provisions](#) apply).

Identifying and entering DLIs in processing systems

Applications processed at overseas and inland offices

▼ Primary and secondary institutions

Officers may enter the name of the institution or school district in the *Designated learning institution* field in GCMS (available as of June 14, 2014). All institutions at primary and secondary levels are automatically designated [R211.1(a)(iv)], unless the province or territory in which they are located has entered into an agreement or arrangement with the Minister of IRCC to designate specific educational institutions.

In some cases, the names of primary and secondary schools contain the word “college”. If officers are unsure of the level of education provided by these institutions, they must contact the Operational Management and Coordination Branch (OMC). When processing the applications of students destined to secondary schools with “college” in the school name, officers must ensure the level of education selected is “secondary”. Primary and secondary schools do not require a DLI number.

▼ Post-secondary institutions

As of June 1, 2014, officers **must** associate the appropriate DLI number with the study permit application, including renewals.

To search for a DLI and find the DLI number in GCMS, officers can query under the *Organizations & Entities* tab by either:

- entering the DLI number (*Organization ID* in GCMS) under the *Organizations & Entities* tab; or
- selecting *Organization* under *Type* and *Designated learning institution* under *Sub Type*, and typing in the name of the institution in the *Name* field.

▼ Corrections

If an officer finds that an applicant has incorrectly selected a field (e.g., under level of study “CEGEP – Technical” instead of “Career College” for a DLI), the officer should correct the GCMS record.

▼ Family members

Pursuant to paragraph R219(2)(a), the family member of a foreign national whose application for a work permit or study permit is approved in writing before the foreign national enters Canada is eligible for an open study permit (i.e., not attached to a DLI [letter of acceptance exempt]). The duration of the family member’s study permit must be same as the duration of the work or study permit issued to the principal applicant.

In GCMS, a file cannot be closed unless it is associated with a DLI. In order to close files of spouses, common-law partners and dependent children intending to study at the post-secondary level, an *Organization ID* record has been created. Officers must proceed as

follows:

- *Organization ID*: O110784297221 (*DLI name*: Open Study Permit)
- *Level of Study*: Not applicable
- *Compliance Verification*: Not Required
- *Other Description*: Family member

The above organization identification number must be used to finalize these cases in GCMS, and the *Compliance Verification* field must be set to “Not Required” to prevent the issuance of compliance reporting requests for students who are not subject to subsection R220.1(1).

If the family member submits a letter of acceptance confirming enrolment at a DLI, the organization identification number of the DLI may be used to finalize the case in GCMS. However, the *Compliance Verification* field must be set to “Not Required”.

Scenarios

▼ An applicant provides the correct DLI number for their institution on the application form [IMM 1294 or IMM 5709], and this number exists in GCMS.

- For applications that include the 2D barcode page and are received online or uploaded via a visa application centre (VAC), the system automatically links the DLI number to the application. Officers must verify that the DLI number provided by the applicant is the correct one associated with the DLI on the letter of acceptance.
- For manually created applications (e.g., paper applications completed by hand), officers must query and manually associate the DLI with the application.

▼ An applicant provides an invalid DLI number or does not provide a DLI number on the application form but has a letter of acceptance from a DLI.

- For applications that include the 2D barcode page and are received online or uploaded via a VAC, the *School* field in GCMS is blank. Therefore, officers must query and manually associate the application with the appropriate DLI number (*Organizational ID*) under the *Organizations & Entities* tab (*Sub Type* = *Designated learning institution* in GCMS) and link it to the application. This also associates the student with the institution responsible for compliance reporting.
- For manually created applications (e.g., paper applications completed by hand), officers must query and manually associate the application with the appropriate DLI number (*Organizational ID*) under the *Organizations and Entities* tab (*Sub Type* = *Designated*

learning institution in GCMS and link it to the application. This also associates the student with the institution responsible for compliance reporting.

▼ An applicant submits a letter of acceptance from a DLI, but the DLI number has not been created in GCMS.

While all DLIs should be assigned a DLI number and registered in GCMS, officers should consult the DLIs list on the [IRCC website](#) before finalizing the file. If additional verification is still necessary, officers may contact [OMC](#) (available internally only).

Applications processed at the port of entry (POE)

Important: DLI numbers are not available in the Field Operations Support System (FOSS).

For study permit applications processed overseas, the DLI number should already be associated with the file. To print a study permit that is processed overseas, border services officers at a POE must ensure that *Designated learning institution* is inserted under the *Institution Name* section of the physical study permit.

Border services officers must also select one of the following under the *Field of Study* section of the physical study permit:

- Any Primary or Secondary Institution;
- Any Designated Learning Institution;
- Any Post-Secondary Learning Institution.

For study permit applications processed at a POE, until the transition to GCMS at POEs is complete, officers must

1. verify the designation status of the post-secondary institution by checking it against the list of DLIs available on the [IRCC website](#);
2. verify if the designation status is confirmed and select *Designated learning institution* as the institution name from the CEMS Table 050 – Institution; and
3. select one of the following under the *Field of Study* section of the physical study permit :
 - Any Primary or Secondary Institutional;
 - Any Designated Learning Institution;
 - Any Post-Secondary Learning Institution

Loss of designation

Provinces and territories inform OMC's Temporary Resident Program Delivery Division (TRPD) of changes or updates to the designation status of learning institutions. The changes are then captured in GCMS and on the [DLIs list](#).

If a learning institution has lost its designated status (whether it is temporarily suspended or permanently revoked), the **Organization/Entity** screen will show its status as **Inactive**, along with the date of de-designation.

Officers must verify the date the school lost its designated status and compare it to the application reception date.

▼ De-designation before the study permit application was submitted

A study permit will not be issued for an applicant to attend a non-DLI, unless the applicant is subject to the [transitional provisions](#).

The application should be refused.

If there are other concerns or refusal grounds, officers may include them as part of their refusal rationale.

No refund is applicable.

▼ De-designation after the study permit application was submitted

As the de-designation is new information that was not included in the applicant's initial submission and the application would otherwise be approved, a [procedural fairness letter](#) (available internally only) should be sent to the applicant. The letter should inform the applicant of the following options:

- i. provide a new letter of acceptance for a new DLI;
- ii. withdraw their application; or
- iii. take no action, in which case the application will be assessed using the information provided in the initial application, which will result in a refusal.

If a new letter of acceptance is submitted for a DLI and the applicant meets all other requirements under the *Immigration and Refugee Protection Act* (IRPA) and IRPR, processing of the application may continue with the new DLI information.

If the applicant chooses to withdraw their application, the application may be withdrawn.

If the applicant does not provide a new letter of acceptance and does not withdraw their application, the application will be processed using the initial letter of acceptance for a non-DLI and should therefore be refused. If there are other concerns or refusal grounds, officers may

include them as part of their refusal rationale.

Where an application would have been refused on other grounds, regardless of the institution (insufficient proof of funds, criminality, etc.), the visa officer does not need to send a procedural fairness letter to address the de-designation issue. However, notes in GCMS should be clear on this point, and the refusal letter must include the failure to meet subsection R220.1(1).

No refund is applicable, whether the application is refused or withdrawn. ¹

▼ Loss of designation status after the issuance of a study permit [R220.1(2)]

If a learning institution loses its designation status after the issuance of the study permit, the student may

- continue to study at that institution until their study permit becomes invalid; or
- transfer to an alternative DLI.

The student may not apply for a study permit renewal to extend their attendance at that institution.

Transitional provisions

A foreign national who already has a study permit or who applies for a study permit before June 1, 2014,

- may continue to study in Canada to complete their program of study until the end of the validity period of their study permit, regardless of whether the institution is designated as of June 1;
- may apply to renew their study permit from within Canada for the purpose of completing their program of study (until June 1, 2017) if they are attending a non-DLI; and
- must be actively pursuing their course or program of study while they are in Canada. This means that study permit holders in Canada must make continuous progress towards completing their program of study.

i Note: Foreign nationals who already have a study permit or who applied for a study permit before June 1, 2014, may continue to attend an educational institution that has not been designated as of June 1, 2014, in order to complete their program of study. They may not, however, apply to renew their study permit in order to transfer to another program of study or transfer to another non-DLI.

In order to finalize these cases, a DLI number is required in GCMS.

Officers must proceed as follows:

- *Organization ID:* O110784297221 (*DLI name:* Open Study Permit)

- *Level of Study*: Not applicable
- *Compliance Verification*: Not Required
- *Other Description*: Non-DLI

Officers must also include a note explaining the study permit is issued under the transitional provisions.

The above organization identification number must be used to finalize these cases in GCMS, and the *Compliance Verification* field must be set to “Not Required” to prevent the issuance of compliance reporting requests for students who are affected by the transitional measures.


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- 1 A refund may be issued if an applicant formally withdraws their application before processing begins. As the application is already in process by the time the applicant is sent the procedural fairness letter, no refund applies, even if the applicant chooses to withdraw their application.
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Overseas

Once the officer is satisfied that the applicant has met all eligibility and admissibility requirements, they should do the following:

- enter the final decision
- issue a letter of introduction indicating the document number and the recommended validity period

- indicate the recommended conditions in the “User Remarks” box in the Global Case Management System (GCMS) (see [Conditions and user remarks](#))
- ensure an [electronic travel authorization \(eTA\)](#) has been generated and authorized if required
- issue a temporary resident visa (TRV) if required
 - It is not permitted to cancel any valid pre-existing visa in the passport if the purpose for which it was obtained remains valid (e.g., a bona fide business person holding a long-term multiple-entry TRV who requires a short-term study permit).
 - If there is a pre-existing TRV (e.g., V-1 or B-1) valid for a period longer than the period of the study permit, it is **not** necessary to affix a second counterfoil to the passport with the coding S-1. Visas should be issued for multiple entries, and be valid for the same period as the study permit or the passport, whichever is shorter (unless otherwise specified in the IC 2 chapter). Officers will need to consult with the appropriate officer in their respective office to determine whether the student is from a country classified under the Visitor Information Transmission (VIT) category, as described in chapter IC 2.

Note: Visa-exempt foreign nationals for whom the officer has approved an initial study permit will be automatically issued an [eTA](#). No additional action is required on the officer's part to manually issue the eTA. If the eTA is automatically issued in error in the Global Case Management System (GCMS), it should be cancelled before the approved study permit is printed.

Ports of entry (POEs)

The border services officer does the following:

- ensures the letter of acceptance is valid
- issues a study permit (and a work permit, if applicable) in accordance with the letter of introduction

Visa-exempt foreign nationals for whom the officer has approved an initial study permit will be automatically issued an [eTA](#). No additional action is required on the officer's part to manually issue the eTA. If the eTA is automatically issued in error or with incorrect information in GCMS, it should be cancelled before the approved study permit is printed.

Note: In order to apply for a study permit at an air port of entry (POE), a lawful permanent resident of the United States (U.S.) travelling to Canada will need to have applied for and obtained an eTA prior to boarding their flight to Canada.

Inland

For study permit renewals and for foreign nationals who are eligible to apply for a study permit from within Canada, the officer will issue a study permit (and a work permit, if applicable) once they are satisfied that the applicant has met all eligibility and admissibility requirements.

An eTA is automatically issued when a visa-exempt foreign national obtains a renewed study permit.

Note: With the expansion of eTA, eligible low-risk foreign nationals from certain visa-required countries who receive a renewed study permit will be automatically issued an eTA. To be eligible, eTA expansion applicants must have held a TRV or must hold a U.S. non-immigrant visa with their initial study permit. To travel by modes other than air, an eTA-expansion eligible foreign national must have a TRV.

- i** All in-Canada visitor record, study permit and work permit applications must be submitted electronically, with some exemptions. See the list of [programs that are exempt from the mandatory electronic application requirement](#).

Determining validity periods

Once an officer has determined that an applicant is bona fide and meets the requirements, they are to issue a long-term study permit, along with a long-term multiple-entry TRV or an eTA, if applicable, for the length of studies plus 90 days or passport expiry, whichever comes first. The validity period of the study permit and the TRV may not go beyond the passport validity date; the eTA will remain valid up to 5 years from the date of issuance or until passport expiry, whichever comes first, regardless of whether this date is beyond the expiry date for the study permit. If an officer has reasons to restrict the validity period of a study permit due to concerns with the case, they should note the reasons in the “Notes” box in GCMS. If this is not done, the border services officers will amend the permit to reflect the full course or program of study.

Note: If the eTA is automatically issued in error or with incorrect information in GCMS, it should be cancelled before the approved study permit is printed.

Prerequisite programs

When the completion of a prerequisite program, such as English as a second language (ESL) or French as a second language (FSL), is a condition for enrolment in a subsequent program, officers issue a study permit or SX-1 visa (if the duration of the program is less than 6 months) for the length of the prerequisite ESL or FSL program plus 1 year. Students who successfully complete their prerequisite program will then need to apply for a new study permit and demonstrate they have completed the admission requirements. The length of the period authorized upon entry or when extending a temporary status or renewing a permit must not extend beyond the validity of the foreign national's travel document [R52, R183(2)(c)].

- i Note:** While a study permit is not required for short-term courses, an officer must accept and process an application for a study permit, even when the duration of the course or program of study is 6 months or less [R188(2)].

Students who are taking a prerequisite course or program of study may work on campus, provided they meet all other eligibility requirements, but are not eligible to work off campus. However, they are able to work off campus once they have completed their prerequisite and started their main program of study. For more information, see [Conditions and user remarks](#) below.

Program completion

As per [subsection R222\(1\)](#), the duration of the validity of a study permit corresponds to the length of the program of studies plus 90 days following program completion. On the study permit, officers must continue to enter the expiry date of the program of study or of the applicant's passport, whichever occurs first. For the purposes of this provision, program completion is interpreted as follows:

- Post-secondary students (and most adult students, even if not at a post-secondary institution): Coincides with the duration of their proposed course or program of study, plus an additional 90 days.
- Secondary students, grades 9-12 (in Quebec, secondary students are defined as students in secondaire III through secondaire V, which is the equivalent of grades 9-11): Coincides with the duration of their intended program or course of study, plus an additional 90 days.
- Primary students, grades 1-8: Year-to-year basis, except for dependent children of persons who have been issued long-term permits (study or work), provided the period does not exceed that which has been given to the head of the family.
- [Quebec-bound students](#)
- VIT 34, 35 and 37 (formerly known as statesman and special-category country): There are no specific restrictions on the validity period for foreign students from VIT countries, provided that these students meet all the eligibility requirements for a study permit. However, officers must consult the IC 2 chapter for instructions on the validity of the associated TRV in these cases, for cases where a TRV is required.
- [Global Affairs Canada \(GAC\) scholarship programs and rotary exchange students](#)

Note: As of June 1, 2014, as per [section R222](#), a study permit becomes invalid 90 days after the day the student completes their course or program of study (e.g., notification in writing of program completion).

Approving applications in the Global Case Management System (GCMS) (available internally only)

Designated learning institution (DLI) number

Each DLI at the post-secondary level is assigned a DLI number. A DLI number is the public term used for an Organization ID in GCMS. Officers can query under the "Organizations & Entities" screen or the application screen ("Associations" tab; "Organizations and Entities" sub-tab). For both

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options, officers should select “Type = Organization”; “Sub Type = Designated Learning Inst” (the “Status” of the institution must be “Active”).

“Sub Type = Education Institution” should **not** be used for post-secondary institutions.

A [list of DLIs](#) can also be found on the Immigration, Refugees and Citizenship Canada (IRCC) website.

Note: Officers must not create a new DLI number or Organization ID in GCMS without permission from the Immigration Program Guidance Branch (IPG).

Instructions to identify and associate DLIs with study permit applications in GCMS

1. Applicant does not include a DLI number on their application form.

Determine if the school that issued the letter of acceptance is a DLI by querying under the application screen (“Associations” tab; “Organizations and Entities” sub-tab), manually enter the institution’s name in the “Name” field, and select Type = “Organization” and Sub Type = “Designated Learning Inst”.

- If there is a DLI number for that school (i.e., positive query result), manually associate the DLI number with the application by selecting New (end of process).
- If there is no DLI number for that school, refuse the application (end of process).

2. Applicant includes a valid DLI number under the DLI number field on their application form.

- The system will automatically link the DLI number to the application (2D barcode).
- Determine if the DLI number provided by the applicant corresponds to the school that issued the letter of acceptance by reviewing the name that appears under the “Designated Learning Institution” field in GCMS.
 - If the DLI number matches the school, no further action is required (end of process).
 - If the DLI number does not match the school, follow the instructions in point 1 above.

Processing a study permit – Institution name and field of study

When processing a study permit, officers must enter “Designated Learning Institution” under the “Institution Name” section of the study permit (“School” field in GCMS).

Under the “Field of Study” section of the study permit, officers must also enter one of the following three options:

- “Any Primary or Secondary Institution”
- “Any Designated Learning Institution”
- “Any Post-Secondary Learning Institution”

Conditions and user remarks

Officers overseas, at POEs and at case processing centres **must** copy one of the following options in the “**User Remarks**” text column below and paste it into the “User Remarks” field of GCMS, depending on the information from the letter of acceptance. Case processing centres (when processing study permit extensions) and officers at POEs **must** select one of the following options under the “Conditions” section in GCMS.

Situation	“User Remarks” text	Condition
<p>Foreign nationals who are eligible to work both <u>on campus</u> and <u>off campus</u> without a work permit</p> <p>Example: They are enrolled in full-time studies that lead to a diploma or degree.</p>	<p>May accept employment on or off campus if meeting eligibility criteria per paragraph R186(f), (v) or (w); must cease working if no longer meeting these criteria</p>	<p>Condition 18</p> <p>Condition 26</p> <p>Condition 53</p>
<p>Foreign nationals who are not eligible to work off campus without a work permit but are authorized to work on campus</p> <p>Example: They are enrolled in an ESL or FSL program of study, prerequisite course or program, or general interest courses.</p> <p>This study permit does not authorize the holder to engage in off-campus employment in Canada.</p>	<p>May accept employment only on campus if meeting eligibility criteria per paragraph R186(f); must cease working if no longer meeting these criteria</p>	<p>Condition 18</p> <p>Condition 26</p> <p>Condition 52</p>
<p>Foreign nationals who are not eligible to work in Canada</p> <p>Example: They are enrolled in part-time studies at the primary or secondary level.</p>	<p>Unless authorized, prohibited from engaging in employment in Canada</p>	<p>Condition 11</p>

Situation	"User Remarks" text	Condition
Foreign nationals who have been issued a study permit for a prerequisite program and are not eligible to work off campus in Canada until they begin their main program of study	May not accept off-campus employment, unless prerequisite course or program has been completed; may accept employment once meeting paragraph R186(v)	Condition 18
This study permit does not authorize the holder to engage in off-campus employment in Canada until they complete their prerequisite and begin their main program of study.		Condition 26
		Condition 53

Officers may also recommend the imposition of conditions when issuing study permits in accordance with **section R185** by selecting one of the following:

- "Attendance only at a university, college or other institution that officers specify by name"
- "Must report for medical examination, surveillance or treatment"
- "Must leave Canada by a specific date"
- "Travel in Canada is restricted"

"Attendance only at a university, college or other institution that officers specify by name"

This option may be imposed at the discretion of officers and is not to be used for primary or secondary school students. Officers should enter a note in the GCMS application if they are entering a condition.

"Must report for medical examination, surveillance or treatment"

This option should be imposed if warranted by the student's medical condition and should include the following times and places:

- when and where the student must report for a medical examination; surveillance or treatment or for any other purpose
- when and where the student must provide evidence of compliance with the conditions thus imposed

"Must leave Canada by a specific date"

This option should be imposed systematically when the study permit is the primary document of the holder.

“Travel in Canada is restricted”

This option should be imposed only after consultation with the geographic desk, Regional Headquarters or National Headquarters.

Medical conditions

- If a medical examination has not been completed, one of the conditions below must be imposed. The specific occupational sector restriction depends on whether the person has resided in a designated or non-designated country.
- For people from non-designated countries, the following condition should appear on the work permit: “Not authorized to work in 1) child care, 2) primary or secondary school teaching, 3) health services field occupations” (**condition 15**).
- For people from designated countries, the following condition should appear on the work permit: “Not authorized to work in 1) child care, 2) primary or secondary school teaching, 3) health services field occupations (**condition 15**), 4) agricultural occupations” (**condition 16**).

Refusing an application

If the applicant is found ineligible and the application is refused, the officer must advise the applicant of the decision and of the reasons for the refusal in writing.


Date modified:

2019-05-22

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Post-graduation work permit eligible programs and institutions

 [Key contacts](#)

Updates

[September 20, 2019](#) – Key contacts related to temporary residents and foreign workers

[September 16, 2019](#) – Processing Global Skills Strategy (GSS) work permits when migration officers manually enter the Labour Market Impact Assessment (LMIA) exemption number

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Students are **ineligible** for a post-graduation work permit if they have completed the following:

- an English as a second language or French as a second language course or program of study
- general interest or self-improvement courses
- a course or program of study at a private career college

On this page

- [Eligible institutions](#)
- [Graduates of vocational and professional training programs in Quebec](#)
- [Graduates of flight schools](#)

Eligible institutions

The applicant must provide evidence that the program or programs of study were taken in Canada at one of the following eligible Canadian designated learning institutions (DLIs):

- a public post-secondary institution, such as
 - a college

- a trade or technical school
- a university
- CEGEP (in Quebec)
- a private post-secondary institution that operates under the same rules and regulations as public institutions in Quebec
- a private secondary or post-secondary institution in Quebec offering qualifying programs of 900 hours or longer leading to
 - a diploma of vocational studies (DVS)
 - an attestation of vocational specialization (AVS)
- a Canadian, private institution authorized by provincial statute to confer degrees, such as an associate, bachelor's, master's or doctoral degree, but only if the student is enrolled in a program of study leading to a degree, as authorized by the province, which may not include all programs of study offered by the private institution

See the [DLI list](#) to verify schools' eligibility. If the information is not available, officers may send an email the [IPG generic mailbox](#) (available internally only).

DLIs that lose their designation

Applicants whose DLI loses its designation status before the completion of their program may transfer to another program or remain at the institution that has lost its designation status to complete their program of study. These applicants may be eligible for a post-graduation work permit, provided they meet all other program requirements and have continued to meet the conditions of their study permit (for example, be enrolled and actively pursuing studies).

Graduates of vocational and professional training programs in Quebec

Note: The following procedures apply only to graduates of Quebec institutions with either

- a DVS
- an AVS

See the [Guidelines for determining the length of the post-graduation work permit](#) for validity periods of post-graduation work permits issued to graduates of Quebec vocational programs.

In Quebec, vocational and professional training programs can be delivered at the secondary **or** post-secondary level. The provisions of the Canada–Quebec [Memorandum of Understanding to facilitate the entry of certain temporary foreign workers](#) outline when international students are eligible for a post-graduation work permit. To be eligible for a post-graduation work permit, the student must graduate from a recognized secondary institution in Quebec with one of the following diplomas:

- DVS
- AVS

The diploma must be issued by the Ministère de l'Éducation et de l'Enseignement supérieur (MEES) (Department of Education and Higher Education).

Procedures

i Note: All of the general eligibility criteria, conditions of the work permit and processing procedures for the PGWPP apply in conjunction with the following:

Eligible applicants

Applicants who have graduated from Quebec vocational institutions with a DVS or AVS must fulfill all of the following criteria:

- They are 18 years of age or older at the time of application.
- They have completed a full-time vocational or professional training program at an eligible institution in Quebec.
- They have been in a program of study that was a **minimum of 900 hours** (equivalent to 8 months).
- They have submitted an official letter from the institution outlining the duration of the program of study (in hours or months) to facilitate the processing and issuance of the post-graduation work permit and to ensure accurate duration of work authorization.
- They include one of the following in the work permit application:
 - the credential
 - an official attestation of program completion
 - an official transcript from a Quebec school board or private institution recognized by the MEES in support of the work permit application

Eligible institutions

Officers should verify Quebec public and private secondary schools through Inforoute: Vocational and technical training in Quebec.

i Note: This website is operated by the MEES and Compétences Québec. It can be used to validate the following:

- schools
- programs
- length in hours
- resulting credential

Eligible applicants who have changed institutions during their training program must have a combined total of at least 900 hours (equivalent to 8 months) of courses at eligible institutions located in Quebec.

Flight school graduates

To obtain a post-graduation work permit, flight school graduates must submit clear evidence that they meet the basic requirements for a permit and have done either of the following:

- They have completed a flight training course at a DLI training centre and obtained a Canadian commercial pilot's license.
- They have obtained or are in the process of obtaining an instructor's rating and have received an offer of employment as a flight instructor from a DLI flight training centre in Canada.


See [Post-graduation work permit validity and application](#) for guidelines on the length of the post-graduation work permit that can be issued.

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Study permits: Students destined to Quebec

 [Key contacts](#)

Updates

[September 20, 2019](#) – Key contacts related to temporary residents and foreign workers

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Certificat d'acceptation du Québec (Quebec Acceptance Certificate) [R216(3)]

With few exemptions, all Quebec-bound study permit applicants must submit a *Certificat d'acceptation du Québec* (CAQ) or a confirmation letter from the *ministère de l'Immigration, de la Diversité et de l'Inclusion* (MIDI) (formerly known as the *ministère de l'Immigration et des Communautés culturelles*) when applying for a study permit.

The CAQ is issued for a maximum of 49 months.

Confirmation letter from the MIDI

To facilitate the study permit application process, Citizenship and Immigration Canada (CIC) accepts confirmation letters issued by the MIDI in lieu of a CAQ (including a downloaded, unsigned version of the confirmation letter). These approval letters are issued prior to the issuance of the CAQ and include all of the CAQ information. As such, MIDI approval letters [705 \(PDF, 232 KB\)](#), [733 \(PDF, 198 KB\)](#), [300 \(PDF, 928 KB\)](#) and [310 \(PDF, 841 KB\)](#) are to be treated as equivalent to the CAQ.

The two versions of the letter, though similar, are used in different review processes. The MIDI issues a letter 705 (bilingual version) to English speaking students only after a financial assessment was done on the applicant. French speaking students only are issued letter 300 after they have been the subject of a financial assessment.

The MIDI issues a letter 733 (bilingual version) to English speaking students only and a letter 300 to French speaking students in cases where a financial assessment was not done on the applicant. The CAQ is therefore presumed to be conditional on the financial assessment by CIC.

The MIDI transmits CAQ confirmation lists to the Citizenship and Immigration Canada headquarters for redistribution to different points of service, including the Case Processing Centre in Vegreville (CPC-V), and visa offices. The CAQ list can be used for the purposes of verification, when necessary. Quebec authorities will forward copies of relevant CAQs or MIDI approval letters to posts abroad or otherwise confirm issuance of these documents by fax or other means.

Visa officers or inland officers must enter the number and expiry date of the CAQ in the appropriate field in the Global Case Management System (GCMS).

For Border Services officers, the Canada Border Services Agency will have a separate list for those students who are approved for a CAQ and intend to submit an application for a study permit upon entry to Canada.

Sample letters (available internally only)

- [Letter 705 \(PDF, 232 KB\)](#)
- [Letter 733 \(PDF, 198 KB\)](#)
- [Letter 300 \(PDF, 928 KB\)](#)
- [Letter 310 \(PDF, 841 KB\)](#)

▼ Who does not require a CAQ?

When a foreign national is authorized to study without a study permit, there is no need to apply for a CAQ.

Additionally, a foreign national destined to Quebec is exempt from the CAQ requirement in the following situations:

- students who wish to enrol in a program or course lasting six months or less;
- recipients of Commonwealth scholarship or a full bursary (covering all expenses) from the Canadian International Development Agency, including Francophonie scholarships;
- participants in a Canadian aid program for developing countries;
- the spouse and dependent children of diplomats, consular officers or international representatives or officials staying in Quebec;
- minor children (under 18 years of age):
 - of preschool age (age 4 to 5)

- at the primary or secondary level, already in Quebec in the company of either parent who holds a work or study permit
- a minor child seeking asylum or recognized as a refugee or a person in need of protection in Canada, or the child of an asylum seeker or recognized refugee or person needing protection in Canada;
- holders of a valid *Certificat de sélection du Québec* (Quebec Selection Certificate) and whose permanent residence application is processed in Canada, in particular persons who are recognized refugees, persons who belong to the class of spouse in Canada and persons authorized by CIC to have their application processed in Canada for humanitarian considerations.

▼ Minors destined to the province of Quebec

Minor applicants destined to Quebec must fulfil custodianship requirements of both CIC and the Government of Quebec. These students must apply and be approved for a CAQ before entering Canada.

The family members of a foreign national whose application for a work permit or a study permit is approved in writing are exempt from the letter of acceptance requirement. For these cases, and if the minor child is destined to Quebec, a CAQ will be issued by the MIDI to the child when issuing a CAQ to the parent(s).

When a minor child attending elementary or secondary school applies not to renew the study permit but only to extend their temporary resident status within the visitor class, and when this child is unaccompanied, the child is required by the school to provide a CAQ. This does not preclude CIC from issuing a visitor record to the non-accompanying child even though a CAQ is required by the MIDI.

▼ Assessing available resources

Students destined to Quebec are required to submit supporting documents showing that they have sufficient funds to cover all costs related to their studies while in Canada. Examples include:

- tuition fees and other education-related expenses;
- living expenses;
- travel costs (e.g., round-trip ticket);
- medical and hospitalization insurance;
- settlement expenses for the first year (\$500).

If a third party is paying the student's expenses, they (e.g., parents) must submit a sworn statement respecting the assumption of the student's expenses.

▼ The recommended length for a study permit


The duration of a study permit for students destined to Quebec should coincide with the duration of the CAQ which has a maximum duration of 49 months. If the study permit's duration is shorter than the CAQs, officers should provide reasons for this in the "Remarks" section of the permit.

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Study permits: Scholarship and award recipients

 [Key contacts](#)

Updates

[September 20, 2019](#) – Key contacts related to temporary residents and foreign workers

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Global Affairs Canada's international scholarship programs

Global Affairs Canada (GAC) administers and funds a number of scholarship programs allowing students from various countries to pursue studies or training in Canada. Because of the special sponsorship and funding arrangements, it can be assumed that students sponsored under these programs meet the requirements relating to acceptance, institution, course or program of study, language, and transportation. Sponsorship also indicates that sufficient funds are available for single students. Students with a spouse and other family member must have additional funds. Background inquiries and medical examinations are also required.

Refusals

If an applicant is found inadmissible, [report the case to GAC](#) (available internally only).

Information sharing

GAC has the authorization from the applicants and/or the Privacy Commissioner to share personal information with Immigration, Refugees and Citizenship Canada (IRCC) and to receive information from IRCC as required for the proper administration of the scholarship program under which they applied. GAC shares a list of awardees with officers at relevant missions to facilitate the review and adjudication of visa and study permit requests.

Management of visas and study permits and change of status

GAC scholarship programs are structured either to encourage scholars to return to the home country or specifically to attract talent to Canada, thereby requiring special attention by IRCC.

In the case of the *Programme canadien de bourses de la Francophonie* (PCBF), participants make a contractual commitment to GAC to return to their country of origin upon completion of the PCBF. When PCBF scholars use, renew or request an extension of their visa or study permit provided under the PCBF, or when they apply to change their status, IRCC officers should inform GAC to ensure that scholars respect their commitment under the PCBF. However, it should be noted that GAC does not issue derogation letters.

Access to student work programs

Students who are funded through these scholarships are not eligible to apply for a work permit under the Post-Graduation Work Permit Program.

Summary of scholarship programs involving GAC

Program	Administered by	Funded by	Length of stay	Level of study	Research component	Special program code
Africa						
African Leaders of Tomorrow	Global Affairs Canada – Development	Global Affairs Canada – Development and MasterCard Foundation	12-24 months	Graduate (Master's degree)	Yes	n/a
Americas (excluding the U.S.)						
Canada-Brazil Awards – Joint Research Projects	Global Affairs Canada – Education	Global Affairs Canada – Education and Government of Brazil	10 days; 4-6 months	Faculty; graduate (Master's degree, PhD)	Yes	512
Canada-Chile	Global Affairs	Global Affairs	4-6	College or vocational;	Possible	511

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Leadership Exchange Scholarship Program	Canada – Education Administered by	Canada – Education Funded by	months Length of stay	undergraduate; graduate (Master's degree, PhD) Level of study	Research component	Special program code
Emerging Leaders in the Americas Program	Global Affairs Canada – Education	Global Affairs Canada – Education	4-6 months	College or vocational; undergraduate; graduate (Master's degree, PhD)	Possible	509
Asia						
Canada-China Scholars' Exchange Program	Global Affairs Canada – Education	Global Affairs Canada – Education and Government of China	4-12 months	Faculty; scholars; mid-career; professionals	Yes	513
Caribbean						
Canada-CARICOM Leadership Scholarships Program	Global Affairs Canada – Education	Global Affairs Canada – Education	4-8 months	College or vocational; undergraduate; graduate (Master's degree, PhD)	Possible	510
Canada-CARICOM Faculty Leadership Program	Global Affairs Canada – Education	Global Affairs Canada – Education	2-3 weeks; 5-6 months	Faculty or international liaison officers or managers undertaking professional development; faculty undertaking graduate studies or research	Yes	516
Europe						
Dobbin Scholarship	Ireland Canada University Foundation	Global Affairs Canada – Education and Government of Ireland	2-4 weeks	Graduate research	Yes	517
James M. Flaherty Program	Ireland Canada University Foundation	Global Affairs Canada – Education and Government of Ireland	4-6 weeks; 2-3 months	Graduate and postdoctoral research; visiting professorship	Yes	n/a

	Administered		U.S. Length		Research component	Special program code
Program Canada-U.S.	by Fulbright	Funded by Global Affairs	of stay 2-6	Level of study	Yes	515
Fulbright Program	Canada	Canada – Education and Government of the U.S.	weeks; 4-36 months	professionals; graduate (Master's degree, PhD); postdoctoral; faculty		
Killam Fellowships Program	Fulbright Canada	Global Affairs Canada – Education and Fulbright Canada	4-10 months	Undergraduate	Possible	515
Non-regional specific (to be added to those already present)						
Programme canadien de bourses de la Francophonie	Global Affairs Canada – Development	Global Affairs Canada – Development	12-48 months	College or vocational; graduate (Master's degree, PhD); postdoctoral	Yes	n/a

Rotary exchange students

The Rotary International Youth Exchange program has been operational since the mid-1920s. It involves approximately 10 000 participants ranging in age from 15 to 18. Students live with Rotary families throughout the year and are financially supported by hosting Rotary clubs.

The program requires students to attend school for one year and includes sponsored events over the summer months after completion of the academic year. The study permit for Rotary exchange students should be valid until August 31 of the following year.

Students involved in this program require a study permit before entering Canada.

Other exchange programs


A number of exchange programs are sponsored by private organizations or educational institutions, which enable international students to attend Canadian schools and be hosted by Canadian families, and vice versa. In most cases, these students do not require a study permit since their length of stay is usually less than six months. Students participating in exchange programs and studying at the post-secondary level are not eligible to work on or off campus.

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Student Direct Stream (SDS)

 [Key contacts](#)

Updates

[November 21, 2019](#) – Removing excessive demand considerations for high-risk pregnancies

[November 08, 2019](#) – Implications of the Tran v. Canada decision when assessing serious criminality

[September 20, 2019](#) – Key contacts related to temporary residents and foreign workers

[See all](#)

The Student Direct Stream (SDS) is an expedited study permit processing program for those who are applying to study in Canada at a post-secondary [designated learning institution \(DLI\)](#). The SDS is available to legal residents who also reside in

- China
- India
- Morocco
- Pakistan
- Philippines
- Senegal
- Vietnam

To be eligible, applicants must meet [specific requirements](#) by providing documentation up front.

On this page

- [About the SDS](#)
- [Eligibility criteria](#)
- [Applications that do not meet SDS eligibility criteria](#) (available internally only)
- [Global Case Management System \(GCMS\) coding](#) (available internally only)
- [Referring an application](#) (available internally only)

- Refusing an application (available internally only)
- Incomplete applications
- Family members of study permit applicants under the SDS
- Prerequisite courses and bridging programs of study

About the SDS

Some international students can get their study permits faster by using the SDS. IRCC processes most SDS applications within **20 calendar days** if the eligibility requirements are met.

Only applications submitted electronically are eligible for SDS processing. All paper applications are processed under the regular study permit application stream and are subject to the associated processing times.

Foreign nationals who are eligible for SDS processing are still subject to all other eligibility and admissibility requirements under the Immigration and Refugee Protection Act (IRPA) and Immigration and Refugee Protection Regulations (IRPR).

Eligibility criteria

The applicant must include the following documents to be eligible for SDS processing:

1. **proof of a valid language test result**, completed within 2 years of the date the SDS application was received, showing either of the following:
 - an International English Language Testing System (IELTS) score of 6.0 or higher in each language skill: listening, reading, writing and speaking
 - a Test d'Évaluation de Français (TEF) score that is equivalent to a Canadian Language Benchmark (CLB) score of at least 7 for each ability: at least 310 for speaking, 249 for listening, 207 for reading and 310 for writing
2. **proof of a Guaranteed Investment Certificate (GIC) of CAN\$10,000** or more from any bank insured by the Canadian Deposit Insurance Corporation (CDIC) or any bank listed on the IRCC SDS web page

The GIC must meet the following criteria:

- When the GIC has been purchased, the bank provides a letter of attestation, the GIC certificate, the Investment Directions Confirmation or the Investment Balance Confirmation to the applicant.
- The bank holds the funds in an investment account or a student account that is inaccessible for release to the applicant until the applicant's arrival in Canada.
- Upon entry to Canada, the bank must validate the client's identity before releasing funds to the study permit holder.
- The applicant receives an initial disbursement upon identifying themselves, and the remaining funds are disbursed in monthly or bimonthly installments over a period of 10 to

12 months.

i Note (available internally only): The officer validates the authenticity of the GIC at their own discretion. If the authenticity of the GIC is in question, it should be referred to a risk assessment officer.

3. **proof of full payment of tuition for the applicant's first year of study**

This may be in the form of the following:

- a receipt from the DLI
- an official letter from the DLI confirming payment of tuition fees
- a receipt from a bank showing that tuition fees have been paid to the DLI
- proof that the tuition fee amount has been transferred into a repository account at the DLI to be applied to the tuition bill at a later date

4. **letter of acceptance** from a post-secondary DLI

Note (available internally only): Officers may email the Domestic Network (DN) at IRCC.DNLoAVerification-VerificationLARN.IRCC@cic.gc.ca to verify the authenticity of the letter of acceptance.

5. **most recent secondary or post-secondary educational transcripts**

- ### 6. **proof of completion of upfront medical examination** from a panel physician for applicants
- who have lived or travelled for 6 months in designated countries or territories during the year before coming to Canada
 - whose field of study requires upfront medical examination results

i Note: The medical examination confirmation may be either an information sheet printout, if the physician uses eMedical, or an Upfront Medical Report form [IMM 1017B] (PDF, 453 KB).

In addition to the above criteria, applicants for SDS processing **must** include as part of their electronic application (e-application) the following documents:

- Application for Study Permit Made Outside Canada form [IMM 1294] (PDF, 566 KB) (overseas)
- Family Information form [IMM 5645] (PDF, 1.56 MB) (if applicable)
- Schedule 1 – Application for a Temporary Resident Visa form [IMM 5257] (PDF, 533 KB) (if applicable)
- marriage licence or certificate or Statutory Declaration of Common-Law Union form [IMM 5409] (PDF, 637 KB) (if applicable)
- Use of a Representative form [IMM 5476] (PDF, 648 KB) (if applicable)
- Quebec Acceptance Certificate (CAQ) or letter of approval from the Ministère de l'Immigration, de la Diversité et de l'Inclusion (MIDI) for a CAQ for applicants destined to Quebec

- application processing fee payment and biometric processing fee payment (if applicable)
- proof of identity
- photocopy of the information and biographic data page of the applicant's passport
- any additional documents specified by the visa office instructions for the applicant's region

i Note: In most cases, the applicant is required to submit biometrics. After the applicant has submitted a complete application, including the payment of the application and biometric processing fees (if applicable), they are sent a biometric instruction letter (BIL), which includes instructions on submitting biometrics.

Officers may also request additional documents from the applicant at any time in order to make a decision on their application.

Officers must be satisfied that the applicant is bona fide and will leave Canada by the end of the period authorized for their stay.

Applications that do not meet SDS eligibility criteria (available internally only)

Officers must make the eligibility decision based on the information provided in the application. If an officer receives an SDS application that does not meet SDS eligibility criteria, the officer must either refer the application for regular study permit processing to the migration office or request further information, if there is information missing that could support a final decision at the Case Processing Centre in Edmonton (CPC-E).

Examples

- If the system does not trigger the required document, the officer must request the missing document from the applicant.
- If the system triggers the required documents, and the applicant has not submitted a document required to be eligible for a study permit, or if they have failed to submit an explanation as to why it was not submitted, the officer may refuse the application.
- If the system triggers the required documents, but the applicant has submitted documents that do not meet the SDS eligibility criteria, the officer is to remove the SDS special program code and refer the application to the appropriate office.

Global Case Management System (GCMS) coding (available internally only)

The Global Case Management System (GCMS) automatically codes eligible e-applications as SDS.

See Family members of study permit applicants under the SDS below for additional information on how to process a family pack.

Referring an application (available internally only)

An officer must refer an application to the migration office if any of the following occurs:

- The required upfront medical examination has not been initiated (CPC-E to remove special program code).
- The applicant is a Canadian citizen or permanent resident (CPC-E to remove special program code).
- There are documents that require translation (CPC-E to remove special program code).
- There is adverse history, that is, admissibility concerns (special program code is not to be removed).
- There are adverse medical results (special program code is not to be removed).

To refer an application, the officer must

- remove the SDS code and enter a note in the “Notes” section of GCMS, explaining why the application is being reassigned to the mission; the note should read as follows: “Application does not meet SDS eligibility. Referred to <insert name of the migration office> <insert reason>.”
- not remove the SDS coding for case referrals with adverse findings and add a note in the “Notes” section of GCMS, indicating “Application is referred to <insert name of the migration office> for review of X <insert adverse info to be reviewed>.”
- e-transfer the file to the appropriate migration office

The migration office is responsible for accepting the e-transfer.

For more information, see instructions on [how to accept an e-transfer](#) on [GCMS Online Help](#).

Once the e-transfer is accepted by the migration office, the primary office in the application changes.

Refusing an application (available internally only)

If an officer determines that the application is missing documentation required by all study permit applicants, the application may be refused by the officer at the CPC-E.

Note: Processing officers at the CPC-E are responsible for refusals and section A40 reports when necessary.

Incomplete applications

Incomplete applications are refused. With the exception of the biometric fee, if the application processing fee has not been included or is incorrect, the application is refused. If the biometric fee is missing, the officer is to request the fee.

Family members of study permit applicants under the SDS

Family members of principal applicants who are applying under the SDS are eligible for concurrent processing if they apply at the same time as the primary applicant. For more information, see the [definition of a family member in subsection R1\(3\)](#).

Temporary residence applications (work permit, study permit and temporary resident visa applications) of the accompanying family members must be submitted online as part of a family grouping.

Prerequisite courses and bridging programs of study

Applicants who are taking a prerequisite course or bridging program of study at a DLI before starting their main program may be eligible to apply under the SDS, provided they meet all the program eligibility criteria.

Example


Applicants still need to submit an e-application from overseas. However, the prerequisite course or bridging program of study must be clearly identified as such in the applicant's letter of acceptance, and the applicant's main program of study must lead to a degree, diploma or certificate.

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[September 16, 2019](#) – Processing Global Skills Strategy (GSS) work permits when migration officers manually enter the Labour Market Impact Assessment (LMIA) exemption number

[September 13, 2019](#) – Transit programs – Disruptions to travel through Canada

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When a study permit is required

Foreign nationals are required to obtain a study permit for engaging in academic, professional, vocational or other education or training that is more than 6 months in duration at a [designated learning institution \(DLI\)](#) in Canada.

The following activities are not considered studies for the purposes of the Immigration and Refugee Protection Act (IRPA) and do not require a study permit:

- pre-school (pre-kindergarten)
- courses of general interest or self-improvement
- [distance learning](#)
- audited courses (typically by sitting in on an academic course but without obtaining credit for it or having the ability to obtain credit for it retroactively)

Who is exempt from the requirement for a study permit

A foreign national is exempt from the study permit requirement in the following situations:

- [Minor children inside Canada \[A30\(2\)\]](#)
- [Family members and members of the private staff of accredited foreign representatives \[R188\(1\)\(a\)\]](#)

- Members of the armed forces of a country designated for the purposes of the Visiting Forces Act [R188(1)(b)]
- Short-term courses [R188(1)(c)]
- Registered Indians [R188(1)(d)]

Minor children inside Canada [A30(2)]

See Guidelines on minor children.

Family members and members of the private staff of accredited foreign representatives [R188(1)(a)]

Family members or members of the private staff of a foreign representative who is properly accredited by Global Affairs Canada (GAC) and who is in Canada to carry out official duties as a diplomatic agent, consular officer, representative or official of a country other than Canada, of the United Nations or any of its agencies or of any international organization of which Canada is a member do not require a study permit [R188(1)(a)].

All persons coming to Canada on posting, including their family members, must be in possession of diplomatic or official visas.

Entry is initially authorized for a period of 6 months. During this period, the passport is sent to the Office of Protocol at GAC. The Office of Protocol will imprint a diplomatic (D), consular (C), official (J) or international (I) acceptance counterfoil to the person's passport indicating that the person is accredited to Canada and entitled to remain in Canada for the duration of status.

Dependent children under 19 years of age who are considered members of the family forming part of the household will be issued an acceptance counterfoil by the Office of Protocol. They do not require a study permit. Children from 19 to 24 years of age are only issued an acceptance counterfoil if they are registered as full-time students.

Foreign representatives' dependent children in Canada who are 25 years of age or older may be considered for an official acceptance only in exceptional circumstances.

See the Office of Protocol policy on the accreditation of immediate family members of foreign representatives.

Study permit applications submitted before the end of postings

Foreign representatives' dependent family members whose official status ceases upon termination of the foreign representative's official status, and who wish to remain in Canada to continue their studies, must regularize their temporary status in Canada with an application for a study permit to IRCC's immigration section at the Consulate General of Canada in New York, United States (available internally only).

Questions related to foreign representatives in Canada should be directed to the Office of Protocol at GAC (available internally only). Officers can also consult the GAC website.

Members of the armed forces of a country designated for the purposes of the Visiting Forces Act [R188(1)(b)]

Members of the armed forces of a country that is a designated state, for the purposes of the Visiting Forces Act, coming to attend training for a duration longer than 6 months do not require a study permit [R188(1)(b)]. These individuals are also exempt from the requirement of obtaining a temporary resident visa (TRV) or an electronic travel authorization (eTA), per paragraph 296(2)(b) of the Immigration and Refugee Protection Regulations (IRPR), and a medical examination, per paragraph R30(1)(d).

A member also includes a person designated as a civilian component of that visiting force. Family members are not exempt from obtaining a study permit, TRV, eTA or medical examination. However, minor children of a member are governed by subsection A30(2).

Family members are, however, exempt from the TRV fee [R296(2)(b)] and the study permit fee [R300(2)(e)].

A DLI number was created for foreign nationals who are not exempt under paragraph R188(1)(b) and have been accepted into military educational institutions that are federally administered: Military Educational Institution O241487822222.

Short-term courses [R188(1)(c)]

Foreign nationals may enter Canada or remain in Canada without a study permit to attend a course or program of study of 6 months' duration or less [R188(1)(c)]. This exemption helps to facilitate access to short-term courses, regardless of their subject matter. The course or program of study may be part-time or full-time and should be completed within the period authorized upon entry (i.e., up to 6 months).

While a study permit is not required for short-term courses, an officer must accept and process an application for a study permit, even when the duration of the course or program of study is six months or less [R188(2)].

Holding a study permit for short-term courses may allow students to apply later, from within Canada [R215(1)(a)], to renew or change the conditions of their study permit for further studies. Study permit holders may also be eligible to participate in work programs that are available to international students [R186(f) and R205].

The duration of the course or program of study is often a more important consideration than the number of months the foreign national intends to study. With the exception of exchange programs, even if foreign nationals plan to study for 6 months or less, if the course or program is longer than 6 months, they need a study permit.

While a foreign national may attend a short-term course or program without a study permit at a non-DLI, they may not be issued a study permit to attend courses at a non-DLI [R216(e)].

Subsequent course or program of study

Generally, foreign nationals in Canada without a study permit wishing to enrol in a subsequent course or program of study must apply outside Canada and obtain a study permit in the normal manner (e.g., at a Canadian visa office abroad).

Foreign nationals without a study permit will not be granted an extension of their authorized stay as a visitor simply for the purpose of completing a short-term course or program of less than 6 months that would last beyond their original authorized period of stay. Paragraph R188(1)(c) was not put in place to allow foreign nationals to take short-term courses, one after the other, simply by extending their temporary resident status—in effect, making it possible for them to complete a whole certificate, diploma or degree without ever having a study permit. Immigration, Refugees and Citizenship Canada (IRCC) recognizes that long-term visitors and foreign workers may engage in occasional studies or programs of study lasting 6 months or less at any time during their stay in Canada.

It is therefore recommended that foreign nationals be encouraged to apply for a study permit for a short-term course or program of study if they intend to apply for another program afterwards or work on the campus of the university or college at which they are a full-time student. Section R215 provides an exemption to allow certain foreign nationals to apply for a study permit after entry to Canada.

Registered Indians [R188(1)(d)]

As per paragraph R188(1)(d), registered Indians or Indians entitled to be registered, as defined under the Indian Act, are exempt from having to apply for a study permit.

Scenarios

Officers should examine the scenarios below to learn whether a study permit would be required in that instance.

▼ A student plans to come to Canada for a program of less than 6 months at a post-secondary DLI.

No. Although the student may complete a short-term program of study without a study permit, they may not be able to apply for a study permit from within Canada if they wish to enrol in subsequent courses that cannot be completed within their original period of authorized stay.

▼ **A student plans to come to Canada for a program of less than 6 months at a post-secondary institution that has not been designated to host international students.**

No. Although students may apply for a study permit to complete a short-term program of study, the issuance of study permits is limited to those attending DLIs. In this scenario, the student must reapply as a visitor.

▼ **A student plans to come to Canada for a one-semester (4 months) Grade 12 high school exchange program.**

No. Although Grade 12 is technically 10 months long, if the exchange program is defined as 1 semester, then no study permit is needed, as the program will be completed in less than 6 months. However, foreign nationals from visa required countries have to apply for a TRV.

▼ **A student plans to come to Canada for Grade 12 in a non-semester school system (but not through an exchange program).**

Yes. In this case, Grade 12 is 10 months long; therefore, it will not be completed in less than 6 months.

▼ **A student plans to come to Canada for a 4-month university exchange program and wants to be able to work on campus (and meets other criteria for on-campus work).**

Yes. The student does not need a study permit to study, but they need a study permit to work on campus. The university must be a DLI.

▼ **A student plans to come to Canada for 1 semester (4 months) at a college or university (but not through an exchange program).**

It depends on how the course or program of study is identified in the letter of acceptance. If the student has been accepted to study in courses or a program that will be completed within 6 months, then they do not need a study permit. If the student has been accepted into a 2-year program, for example, they need a study permit, even if they only plan to attend 6 months of the program in Canada.

▼ A student plans to come to Canada to attend a 4-month English as a second language (ESL) or French as a second language (FSL) course at a DLI and is thinking of following up the course with a 3-month computer course at the same DLI.

Yes. Posts should advise students in such cases to obtain a study permit before going to Canada if they are attending a DLI for the first course. This will allow them to apply later for an extension or for changes to any conditions that may have been imposed when they entered Canada.

▼ A student plans to come to Canada to complete a 4-month ESL course, followed by a 4-year academic program at a DLI. The student is conditionally accepted to the 4-year academic program, and successful completion of the ESL course is a prerequisite for the student's enrolment in the 4-year academic program.

While a study permit is generally not required for short-term courses, students intending to attend a short-term prerequisite course should still be counselled to apply for a study permit before travelling to Canada. In this scenario, a study permit or SX-1 visa should be issued only for the length of the prerequisite program of study plus 1 year. The foreign national may apply for a study permit for the 4-year academic program and may do so from within Canada, pursuant to subparagraph R215(1)(f)(iii).

▼ A student plans to come to Canada to complete an 8-month ESL course, followed by a 4-year academic program at a DLI. The student is conditionally accepted to the 4-year academic program, and successful completion of the ESL course is a prerequisite to the student's enrolment in the 4-year academic program.

Yes. In this scenario, a study permit should be issued only for the length of the prerequisite program of study plus 1 year. The foreign national may apply for a study permit for the 4-year academic program once they demonstrate successful completion of the prerequisite program and may do so from within Canada, pursuant to subparagraph R215(1)(f)(iii).

▼ A student plans to come to Canada to take a 3-month course, leave Canada for a week to visit friends in the United States

(U.S.) and return to Canada to take another 2-month course in another program.

A student who has completed their first 3-month course may leave to enter the U.S. and return to Canada if they hold a study permit issued before they left on the visit and they return before the period of their initial authorized stay ends.

▼ A student plans to come to Canada to take a 5-month chef course at a DLI during which they will be required to work as a chef in a restaurant for a month.

Yes. Students in such cases should obtain a study permit as well as a work permit under the Co-op Work Permit Program.

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